Fermilab

Overview: After the initial goal setting process is complete, use this process to add goals to your organization. Additional goals may be added at any time during the performance cycle.

1. Enter **Manage Organization Goals** in the Search box.

2. Select **Manage Organization Goals** from the Task and Reports list.

3. Select the appropriate **Organization**.

    The Goal Period auto populates.

4. Click **OK**.

5. Click **Add Organization Goals**.

6. Enter the **Goal**.

> **NOTE:** S-M-A-R-T goals are specific, measurable, action-oriented, realistic and time-oriented.
>
> **Specific** - Goals must be specific. Identify what is to be done and why and state the final outcome or expected result.
> For example, *As a cost saving measure, I will reduce the number of repeat repair jobs on HVAC units by 35% during the next twelve months.*
>
> **Measurable -** Goals must be measurable. State goals in terms that are observable or verifiable so that two or more individuals can agree that the goal has been reach or completed. Avoid writing vague measurements such as *some*, *many*, or *most*. For example, *I will reduce scrap by 20%.*
>
> **Action-Oriented** - Goals must be action-oriented. Define what action is required to achieve the goal. Use action words. For example, *I will conduct department meetings once a month with a published agenda so workers will come prepared to offer their input on the meeting topic.*
>
> **Realistic -** Goals should be realistic. Each goal should be challenging, but not impossible to reach. Include some 'stretch' and tie each to the Laboratory, Division/Section/Center, Department or Group goals. For example, *I will submit all domestic travel vouchers to Accounting within five work days of receipt.*
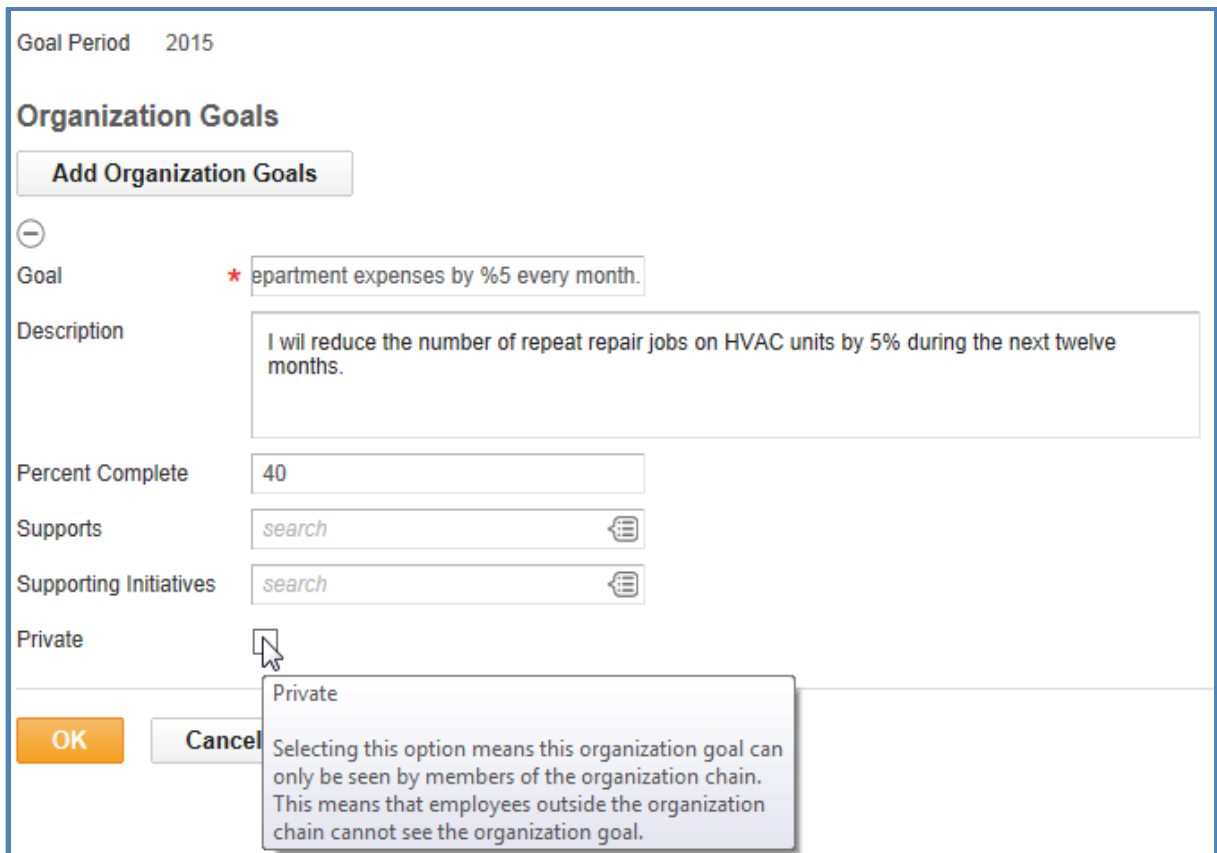>
> **Time-Oriented** - Goals should be time-oriented. Each goal should include expected completion dates and might include sub-goals. For example, *Overall Goal: I will develop a final outline for the ABC project by November 15. Sub Goal: I will research the acquisition-related aspects of ABC project by October 15.*
>
> For additional information on setting SMART goals, go to
> http://wdrs.fnal.gov/elr/goal_setting_2009.pdf

7. Enter a **Description** of the goal.

8. Enter the **Percent Complete** if applicable.

9. If the goal supports a department or Lab-wide goal, select the cascading goal it **Supports**.

10. If the goal supports department or Lab-wide initiatives, select the **Supporting Initiatives**.

NOTE: Discuss these goals with your employees to clarify any questions they may have.

11. Check the **Private** check box or the goal will be visible Lab-wide.

Goal Period	2015

Organization Goals

Add Organization Goals

⊖

Goal	★	epartment expenses by %5 every month.
Description		I wil reduce the number of repeat repair jobs on HVAC units by 5% during the next twelve months.
Percent Complete		40
Supports		search
Supporting Initiatives		search
Private		☐

Private

Selecting this option means this organization goal can only be seen by members of the organization chain. This means that employees outside the organization chain cannot see the organization goal.

OK   Cancel

12. Click **OK**.

13. Click **Done**.